




new student checklist



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☐ ACCEPT YOUR OFFER OF ADMISSION (FULL-TIME STUDENTS)

Go to www.wcsu.edu/EZpay and select "Pay the Admissions and/or Housing Deposit Fee." Fall admission: Accept your offer by May 1; if you are admitted after May 1, accept within two weeks. Spring admission: Accept within two weeks of being admitted. **The \$200 admission deposit is a one-time, non-refundable payment required in order to register for classes and the payment is applied to your tuition charge. The \$250 housing deposit is a non-refundable deposit and is paid each year that you request on-campus housing. The payment is applied to your housing charge.**

☐ PARTICIPATE IN ORIENTATION

To attend orientation, register online at www.wcsu.edu/orientation/summer.asp. The New Student Orientation Program features dynamic and interactive sessions that provide essential information to help you transition to student life at WCSU. This program includes an exciting day of activities and events where you will meet faculty, staff, and fellow classmates and learn all about launching your WCSU experience; special sessions for parents are also included. First Year students are preregistered into classes for the fall semester and will receive a class schedule during Orientation.

☐ SUBMIT CT STATE UNIVERSITY STUDENT HEALTH FORM

To download the Health Form, go online to www.wcsu.edu/healthservices/forms/health-form.pdf. State of CT regulations require all matriculated students born after Dec. 31, 1956 to provide proof of 2 Measles, 2 Mumps, 2 Rubella and 2 Varicella.

Note: Individuals born in the USA before January 1, 1980 do not need to provide proof of varicella immunization.

Meningococcal (A, C, Y & W-135) is required if living on campus, and your last vaccination must be within 5 years of your 1st day of entering the residence hall.

Office Hours: 8 a.m. – 4 p.m. Monday – Friday
Health Service Office Telephone: (203) 837-8594

☐ TAKE YOUR PLACEMENT TESTS

Placement tests are required for some first year and transfer students to help determine which courses you will take your first semester. Your placement requirements are included in your acceptance packet. For placement exam dates, go to <http://www.wcsu.edu/admissions/placement/>

☐ SUBMIT YOUR COLLEGE CREDITS AND TRANSFER EVALUATIONS

First Year Students: If you have taken any college-level courses or Advanced Placement tests, please mail your official transcripts and score reports for evaluation to: **WCSU ATTN: Undergraduate Admissions, 181 White Street, Danbury, CT 06810**

Admissions Office Telephone: (203) 837-9000

☐ SUBMIT YOUR FINAL TRANSCRIPT

Your admission is contingent upon successful completion of all courses in progress at the time of your acceptance with no significant decline in grades. Upon graduation or completion of your final semester, submit your official final transcript no later than July 15 to: **WCSU ATTN: Undergraduate Admissions, 181 White Street, Danbury, CT 06810**

Admissions Office Telephone: (203) 837-9000

☐ REGISTER FOR EMERGENCY NOTIFICATIONS

You will receive message alerts for closings, delayed openings, or other urgent notifications. To enroll, go to www.wcsu.edu/ens.

☐ SUBMIT A FERPA WAIVER (OPTIONAL)

Waive the FERPA restriction by completing a **Student Consent Form** at www.wcsu.edu/registrar/forms in order to allow university staff to speak with your parents or guardians about academic, billing, financial aid or judicial matters. Students can determine which areas may be discussed with parents or guardians.

Email: RequestRegistrar@wcsu.edu

Office Hours: 8 a.m. – 4:30 p.m.

Registrar's Office Telephone: (203) 837-9200

☐ REQUEST ON-CAMPUS HOUSING

Sign up for on-campus housing and enjoy the convenience of being close to classes, activities, themed living/learning experiences, and more! To submit an application for housing online, go to www.wcsu.edu/housing/forms.asp and select the Housing Application link.

Email: housing@wcsu.edu

Office Hours: 8 a.m. – 4 p.m.

Housing Office Telephone: (203) 837-8531

☐ SIGN UP FOR A MEAL PLAN

Meal plans are available to both on-campus residents and commuter students. On-campus residents are automatically assigned a meal plan but can choose to upgrade. For more information on meal plans for on-campus students, go to www.wcsu.edu/housing/costs.asp or contact the Housing Office at housing@wcsu.edu. Commuter students may purchase a meal plan through the Cashier's Office. For more information on available plans, contact the Cashier's Office at cashiers@wcsu.edu.

☐ ACTIVATE YOUR WCSU USER ACCOUNT

Please visit one of our staffed computer labs (Haas Library, 1st floor, WS Classroom Building room 117, Student Center room 225) to receive your Western credentials for computer usage, email, etc. You must be registered for classes for the credentials to be activated. You may also call the Help Desk at (203) 837-8467

☐ OBTAIN YOUR STUDENT ID CARD

All registered students must obtain a WESTCONNect ID Card. Services associated with the card may be found at www.wcsu.edu/westconnect. Bring a valid form of photo identification (driver's license, state identification card or passport) and your course schedule verifying registration for the current semester to the WESTCONNect Card Office located in the back of the Old Main Building.

Email: request_westconnect@wcsu.edu

Office Hours: Mon. – Fri., 8 a.m. – 4 p.m.
(closed 12:30 p.m. – 1:30 p.m.)

WESTCONNect Card Office Telephone: (203) 837-9311

Financial Aid

☐ APPLY FOR FINANCIAL AID

Apply for financial aid by completing and submitting a FAFSA online at <https://fafsa.ed.gov>. Please be sure to include WCSU's school code: 001380 on the FAFSA.

☐ RESPOND FOR VERIFICATION

If you are selected for verification, you will be notified by email of any additional requirements. Please respond to requests within the indicated timeframe. You (and parent, if required) will be required to create an account and complete the verification process via the Verification Gateway with Inceptia at verificationgateway.org/wcsu2019

☐ ACCEPT YOUR FINANCIAL AID AWARD ONLINE

Once all financial aid application requirements are received and your file has been reviewed, you will receive an award email notification from WCSU. The award email will provide you with specific instructions on how to access and accept your award offer. Please read and follow the instructions and all other pertinent information provided, including response dates and deadlines.

☐ NOTIFY FINANCIAL AID OFFICE OF PRIVATE SCHOLARSHIPS

If you are receiving any private/external scholarships, you must notify the Office of Financial Aid. Please forward a copy of any scholarship award notification or list your scholarship awards on your Banner Self-Service account under Resources Tab.

☐ COMPLETE MASTER PROM. NOTE & ENTRANCE COUNSELING

If you accepted a Federal Student Loan or if your parents accepted a Federal Parent Plus Loan, a **Master Promissory Note and Entrance Counseling must be completed for the appropriate loan type at www.studentloans.gov**. Please note that loan amounts will not be reflected on your student bill until this requirement is satisfied.

☐ ASSESS ALTERNATIVE FINANCING OPTIONS

Parents may apply for a Federal Direct Parent Plus Loan at www.studentloans.gov. Students may also apply for private alternative loans at www.elmselect.com.

IMPORTANT INFORMATION FOR ALL FINANCIAL AID RECIPIENTS:

Your eligibility for financial aid requires you to be matriculated in a degree-granting program and enrolled at least half-time, in accordance with your program. Financial aid is awarded based on full time attendance and aid will be adjusted consistent with your enrollment status as of the University's Freeze Date. Your financial aid is subject to change if you make changes to your enrollment status, withdraw from the university, drop a class(es), stop attending a class(es), do not initiate attendance in a class(es) or if you are receiving external financial assistance/scholarship. Any changes in your financial aid may result in a balance due to the university.

Contact Office of Financial Aid and Student Employment:

Email: wcsufinancialaid@wcsu.edu

Telephone: (203) 837- 8580 Fax: (203) 837 - 8528

Old Main, room 105, Midtown Campus

Office hours: 8 a.m. - 4:30 p.m. Monday - Friday

Billing

☐ VIEW, PAY YOUR BILL OR ENROLL IN PAYMENT PLAN

Check your bill online by going to bannerweb.wcsu.edu and click on the "Secure Login" button.

- Enter your WCSU Windows username and password and select the "Login" button.
- Select the "CONNECT Cash and EZPay" option under the Student Services Tab.
- To view your bill, select "My Account" from the top menu options.
- Then select "Statements" and select the statement date and then select "View"
- To make payment, click on the icon below "Action" and then select "Pay"
- Enter information as prompted and select the continue button to agree to the terms and conditions to complete the payment.
- To enroll in a Payment Plan select "Payment Plans" from the top menu option and enter information as prompted. For step by step instructions to enroll, visit our website at <http://www.wcsu.edu/cashiers/payment-plan-options/>

☐ SET UP AN AUTHORIZED PAYER

If you would like your parent(s) or guardian(s) to have access to view or pay your bill or enroll in a payment plan, set them up as an authorized payer. Go to bannerweb.wcsu.edu and click on the "Secure Login" button.

- Enter your WCSU username and password and select the "Login" button.
- Select the "CONNECT Cash and EZpay" option under the Student Services Tab.
- Find the "My Profile Setup" section on the right hand side of the student view home page:
- Select "Authorized Users" and then Click on "Add Authorized User" and enter the Authorized Users email address and answer the two questions, read the agreement and check the "I agree" box and then select "Continue"
- An email will be sent to the Authorized User and will contain their log in user name and a separate email will be sent with their temporary password;
- Once an Authorized User receives their login credentials, they can access your account by going to www.wcsu.edu/EZpay and select the Authorized Payer link.

☐ SIGN UP FOR DIRECT DEPOSIT VIA E-REFUNDS

Excess financial aid is refunded to students by the Cashier's Office. To expedite your refund, sign up for direct deposit/E-refund by selecting the Electronic Refund option under the "My Profile Setup" box from the student view home page. **An email notification is sent to students WCSU email account when refunds have been processed.**

Important dates:

Fall bills are due July 15

Spring bills are due December 15

Summer and Intersession bills are due upon registration

Important payment information:

There is no fee to pay online via an e-check using a checking/savings account. Credit/debit card payments (MasterCard, Visa, Discover, and AMEX) are subject to a 2.75%/\$3 minimum convenience fee.

Contact the Cashier's Office:

Email: cashiers@wcsu.edu

Telephone: (203) 837-8381 Fax: (203) 837-9705

Old Main, room 106, Midtown Campus

Office hours: 9 a.m. - 4 p.m. Monday - Friday

Website: www.wcsu.edu/cashiers